

Computer Operations

DESCRIPTION OF MAJOR SERVICES

The Computer Operations Division works to provide Enterprise Data Center Services and part of the county's communications services. The division is comprised of five sections: Technology Production Control, Integrated Document Management, Wide Area Network, Local Area Network and Systems Support Services. The division supports county departments on a 24/7 basis.

Technology Operations Production Control Services is tasked with the administration and support of the county's enterprise servers, departmental mid-range computers, and over 160 client server computer systems. The section is responsible for maintaining a stabilized environment for the enterprise data center, cross system platform automation, report distribution and disaster recovery.

The Integrated Document Management Section operates the integrated document management, document conversion, data entry and microfilm for the county. The Systems Support Section centralizes and physically consolidates the infrastructure and administration to support the efficient management of countywide servers.

The Wide Area Network (WAN) section provides the communications infrastructure for interconnecting all county departments and provides support for approximately 18,000 users.

The Computer Operations budget unit is an Internal Service Fund (ISF). As an ISF net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

BUDGET AND WORKLOAD HISTORY

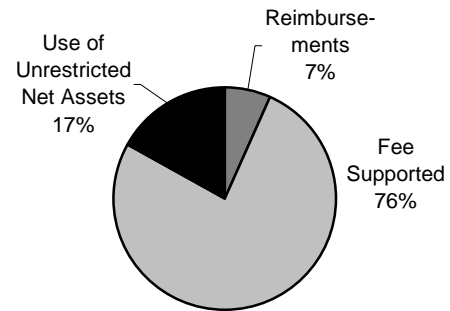
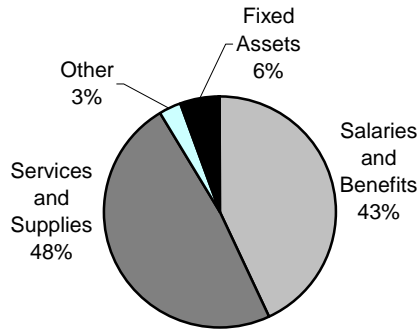
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	16,996,973	19,031,142	18,582,163	21,039,905
Departmental Revenue	20,078,073	15,981,129	15,591,310	18,288,930
Revenue Over/(Under) Expense	3,081,100	(3,050,013)	(2,990,853)	(2,750,975)
Budgeted Staffing		125.4		127.4
Fixed Assets	1,030,042	1,522,046	413,665	1,311,709
Unrestricted Net Assets Available at Year End	10,124,537		6,944,963	
<u>Workload Indicators</u>				
CPU Hours processed	-	17,902	19,124	17,010
EMACS Warrants processed	-	370	366	368
WAN Connections	-	509,746	493,165	501,697
EMACS Warrants processed	-	14,697	14,295	13,430
Email Accounts	-	23,600	12,845	21,400
TPS/LAS Billable Hours	-	78,621	76,168	92,773

Expense variance between actual and budget for 2003-04 results from vacant position salary savings and reduced expenditures for fixed asset equipment purchases. Revenue variance is due to decrease in desktop support services and reduction in data entry keypunch services related to change in business programs of customers.

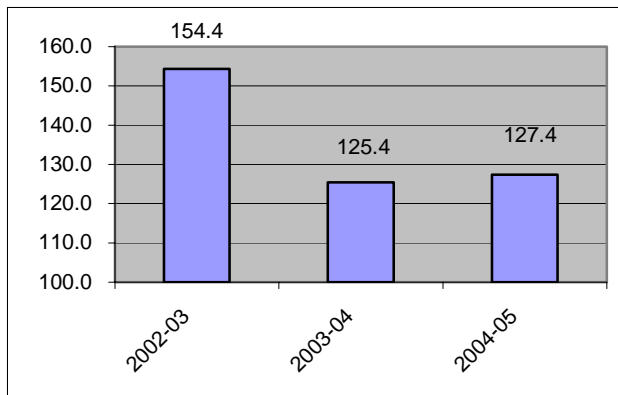


2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

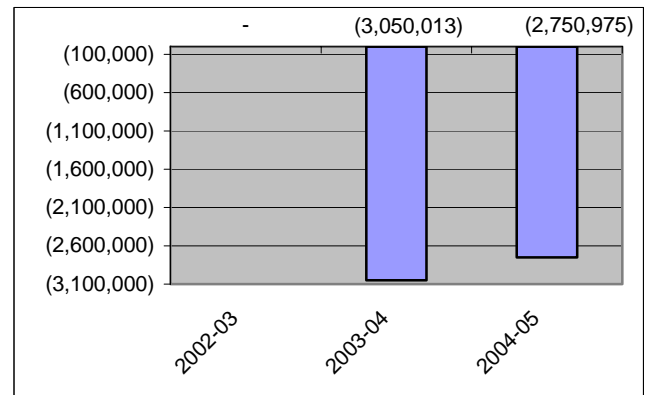
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 REVENUE OVER/(UNDER) TREND CHART



GROUP: Administrative/Executive
DEPARTMENT: Internal Services
FUND: Computer Operations

BUDGET UNIT: IAJ ALL
FUNCTION: General
ACTIVITY: Other

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	8,854,811	9,032,873	9,587,411	473,699	10,061,110
Services and Supplies	10,543,112	10,371,401	10,371,401	895,193	11,266,594
Other Charges	11,349	28,295	28,295	(26,461)	1,834
Transfers	661,085	661,085	661,085	8,378	669,463
Total Exp Authority	20,070,357	20,093,654	20,648,192	1,350,809	21,999,001
Reimbursements	(1,488,194)	(1,495,142)	(1,495,142)	(112,954)	(1,608,096)
Total Appropriation	18,582,163	18,598,512	19,153,050	1,237,855	20,390,905
Depreciation	-	432,630	432,630	216,370	649,000
Total Requirements	18,582,163	19,031,142	19,585,680	1,454,225	21,039,905
Departmental Revenue					
Current Services	15,582,972	15,981,129	16,535,667	1,753,263	18,288,930
Other Revenue	38	-	-	-	-
Other Financing Sources	8,300	-	-	-	-
Total Revenue	15,591,310	15,981,129	16,535,667	1,753,263	18,288,930
Revenue Over/(Under) Exp	(2,990,853)	(3,050,013)	(3,050,013)	299,038	(2,750,975)
Budgeted Staffing		125.4	125.4	2.0	127.4
Fixed Assets					
Equipment	122,201	1,230,582	1,230,582	-	1,230,582
L/P Equipment	291,464	291,464	291,464	(210,337)	81,127
Total Fixed Assets	413,665	1,522,046	1,522,046	(210,337)	1,311,709



DEPARTMENT: Internal Services
 FUND: Computer Operations
 BUDGET UNIT: IAJ ALL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	125.4	19,031,142	15,981,129	(3,050,013)
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	554,538	554,538	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	554,538	554,538	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	125.4	19,585,680	16,535,667	(3,050,013)
Board Approved Changes to Base Budget	2.0	1,454,225	1,753,263	299,038
TOTAL 2004-05 FINAL BUDGET	127.4	21,039,905	18,288,930	(2,750,975)
2003-04 FINAL FIXED ASSETS		1,522,046		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(210,337)		
TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET		1,311,709		



DEPARTMENT: Internal Services
 FUND: Computer Operations
 BUDGET UNIT: IAJ ALL

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits Increase of \$275,797 for step increases, overtime, stand-by and on-call services. These additional hours reflect trends in support of department critical telecommunication systems which are based on higher salary cost of employees.		275,797	-	(275,797)
2. Services and supplies Increase services of \$2,163,203 from ESRI for the final year of the GIS Parcel Base Map services. Computer Operations ISF is projecting a reduction of \$1,640,058 expenditures in the following areas: usage of local and long distance services; purchase of paper, training, insurance, office expenses, travel, vehicle services and COWCAP. Cost increase of \$103,276 associated with license and support of existing computer systems software. Cost increase of \$268,772 for computer systems hardware maintenance and Cisco network routers maintenance.		895,193	-	(895,193)
3. Other Charges The equipment lease purchase loan interest portion of the lease purchase is decreased to reflect loans that were fully paid in 2003-04.	-	(26,461)	-	26,461
4. Transfers Reflects increased building cost for custodial, building repairs and security services at 670 East Gilbert St. facility.	-	8,378	-	(8,378)
5. Reimbursements Increased to include higher cost allocation to operating division in ISD for centrally funded administration overhead cost related to step increases and inflation increases for services and supply items.	-	(112,954)	-	112,954
6. Depreciation Depreciation expense increase to reflect full year depreciation on equipment purchased from previous budget year and new equipment purchases planned for 2004-05.	-	216,370	-	(216,370)
10. Revenues Service program revenue increase of \$2,712,300 related to restoration of service rates reflecting completion of one time return of surplus retained earning that are offset by reduced revenues of approximated \$1,156,639 from social services reductions, departmental desktop support, and Special Districts.	-	-	1,555,361	1,555,361
** Final Budget Adjustments- Mid Year The addition of two Business System Analysts III's are needed to support the Auditor Controllers Office. These positions are needed to translate the recording process into business and functional requirements and identify and provide the business rules, quality standards, policies and procedures to enable the title companies to submit their documents electronically. Positions will be reimbursed by the Modernization Special revenue fund (AAA SDW) for \$197,902. Salary and Benefit appropriation increased by \$197,902.	2.0	197,902	197,902	-
Total	<u>2.0</u>	<u>1,454,225</u>	<u>1,753,263</u>	<u>299,038</u>

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Fixed Asset Lease-Purchases The principal payment portion of lease purchase loans is decreased to reflect loans that were fully paid in FY2003-04.	(210,337)
Total	<u>(210,337)</u>

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

